

~~THE ADVANTAGES AND DISADVANTAGES OF MICROFILMING~~

DISADVANTAGES

1. Initial costs of microfilming. The cost of microfilming the contents of a four-drawer cabinet (8 linear feet) of records may vary from \$30. to \$400. per cabinet (Estimate made April 1, 1950) The average cost is \$85. One of the larger departments of Government states that "in general, if space saving is the only consideration, no proposal to microfilm records which must be retained 10 years or less will be approved". The cost of reels at the present time is \$3.12. The quoted costs cover the ~~####~~ rental of equipment estimated at \$1.00 per day over a period of 2.66 days, the 6 reels of film costing \$3.125 each and the cost of labor which includes the preparation of the records, operation of the camera, film inspection, indexing, labeling etc. A Diebold microfilm camera costs \$3900 and a Recordak \$4000. A microfilm splicer and a viewer-reader \$26.10 *
2. Time required to find a record on film (Comparative tests proved that it required approximately 23% longer on film than in paper files).
3. Difficulties in comparing records
4. Costs of film readers- requires a sufficient number for convenient use of several employees.
5. Interfiling not possible and adding to normal sequence impossible.
6. Inconvenience in transporting trays of records to cameras (in those cases where the cameras are not located in the same buildings).
7. Wide variation in the photographic quality due to wide range in reproduction quality of records.
8. Inconvenience to office personnel during the interval records are absent for microfilming.
9. Inconvenience to office personnel during interval film is in reproduction plant for processing- in those cases where the office is to retain the microfilmed record and retire the original.
10. Time consumed in removing material from accos and replacing in folders.

ADVANTAGES:

1. Inability to get out of order- if in perfect order when microfilmed.
2. Economy of space and physical convenience of compact files.
3. If transportation of records is involved- a large cut in costs.
4. Reduces time and/or labor in current operations.
5. Reduces costs of space and equipment. (See Exhibit)

* The cost of a microfilm storage cabinet is _____

** The indiscriminate microfilming of records which may later prove to have insufficient value to warrant costs should be avoided. For other than the Vital Materials program the desirability of microfilming must be judged on the basis of costs. The following listing of the advantages, disadvantages and costs is furnished in order to lucidly present the true microfilm picture.

*** Present rental costs are up to \$2.00 per day

and the microfilm records are subject to deterioration and replacement one which may soon deteriorate with age.

Other suggested methods of reproduction are photostats (the letter- sized sheets costing from 18¢ to 25¢ each), carbon copies, ozalid copies.